

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1419
		Original Date	05/16/1983
		Revised Date	10/08/2015
	Department: Medical Records	Verbal Orders from Physicians	

POLICY

A Physician Telephone Order will be completed each time a new order is written.

PROCEDURE

1. Physician's verbal orders for drugs can be given only to a licensed nurse, pharmacist, or physician and are immediately recorded and signed by the person receiving the order.
2. Upon receiving a telephone order from a physician, complete a "Physician Telephone Order" form (Attachment #1) immediately.
3. Verbal orders received from a licensed nurse acting in behalf of a physician should be recorded on the order sheet by including the name of the nurse giving the order, the physician, and the name of the nurse receiving the order.
4. Nursing will give pink copy to pharmacy.
5. Medical Records will collect the original and a green copy. Medical Records will keep originals for Physician signature. Green copy will be used to update computer.
6. Upon return of the signed original, the Ward Clerk &or Medical Records person will place the original in the resident's medical record.